

Indiana Economic Development Corporation

Announcement 2009-2

Indiana **SBIR/STTR** Commercialization Enhancement Program (*ISCEP*)

Request for Proposals (RFP)

- RFP Released –12/16/08
- Proposal Due –2/11/09 on or before 3PM to

IEDC – SBIR Office

32 E. Main St.

Bloomfield, IN 47424

or electronically to: SBIR@iedc.in.gov



This Request for Proposals (RFP) is being issued by the IEDC SBIR/STTR Initiative Program Office, a component of the Small Business and Entrepreneurship Division of the Indiana Economic Development Corporation (the "IEDC"), to announce the opportunity for awards under the Indiana SBIR/STTR Commercialization Enhancement Program (the "ISCEP"). These awards will be made through the Indiana 21st Century Research and Technology Fund.

ISCEP is intended to assist Indiana Phase II recipients with the commercialization of their SBIR/STTR developed technology.

The funding decisions of the IEDC are final. All applicants will be notified in writing of the outcome of their application.¹

RFP SUMMARY:

ISCEP provides funds to enhance commercialization activities of Indiana-based SBIR/STTR awardees. Proposals will be accepted from an Indiana-based small business that has received a federal Phase II SBIR or STTR, that is active at time of submission, and that has expended **at least 50%** of the federal program dollars under the Phase II award prior to submission of a proposal in response to this RFP. The award maximum is \$350,000. Only one award will be processed per applicant company per review round. Review considers both the technology development stage and the related business plan. The final stage of review involves a presentation to the IEDC.

- Release Date - **12/16/08**
- Proposal Due - on or before **3:00 PM on 2/11/09** and may be submitted electronically (preferred) to: SBIR@iedc.in.gov. Alternatively, hard copies may be submitted to:
IEDC SBIR Program Office
32 E. Main St.
Bloomfield, IN 47424

¹ The IEDC reserves the right to fund any proposal in full, or in part; to request additional information to assist in the review process; to require new proposals from interested parties; to reject any or all proposals responding to this RFP; or, to re-issue the RFP if it determines that it is in the best interest of the State of Indiana. Issuing this RFP does not bind the IEDC to make an award. The IEDC SBIR Program Office administers and manages this RFP and reserves the right to adjust the dates for whatever reason it deems appropriate.

INTRODUCTION:

The federal **S**mall **B**usiness **I**nnovation **R**esearch/**S**mall Business **T**echnology **T**Ransfer (SBIR/STTR) programs are highly competitive three-phase award programs providing qualified small businesses with opportunities to meet specific research and development (R&D) objectives of the Federal government. This Federal program sets aside approximately \$2.5 billion dollars for small business-based research and commercialization activities annually.

The IEDC SBIR/STTR Initiative has been created by the IEDC to be the primary provider of assistance to Indiana Small Businesses interested in pursuing SBIR and STTR funding. Services provided by the IEDC SBIR/STTR Program Office include:

- Proposal Assistance
- Topic/ Opportunity matching
- Proposal Reviews
- Technical Reviews
- Educational Workshops/Seminars
- E-newsletter notifications
- Phase I Matching program, in conjunction with the 21 Fund
- Phase I Match Support Letters
- ISCEP (this RFP)

The goal of the ISCEP Initiative is to support commercial outcomes of technological innovation in Indiana to build a strong Indiana SBIR/STTR community...one business at a time.

ISCEP OVERVIEW:

The Indiana SBIR/STTR Commercialization Enhancement Program (ISCEP) has been established by the IEDC to support the commercialization of new products and services created through SBIR and STTR research and development projects. While Phase II SBIR and STTR awards are designed to develop commercial prototypes of products employing advanced technologies, neither of these programs allows small businesses to recover certain types of costs associated with commercializing or protecting their technologies. Hence, the ISCEP is designed

to provide such commercialization costs and to otherwise reduce the time-to-commercial-market of SBIR/STTR developed technologies.

ISCEP awards are intended to enhance the likelihood of successful commercialization of new products and services resulting from SBIR/STTR program-supported research and development. Specific ISCEP goals include:

- Support of thoughtfully structured commercialization plans of SBIR/STTR Phase II awardees
- Accelerate and enhance commercial impacts of SBIR/STTR technologies, and
- Establish and enhance successful technology-based businesses in Indiana

Proposals are solicited for projects involving an active Phase II contract/grant with a federal agency. The proposal must outline how the ISCEP funds will be used to accelerate commercialization activities including, but not limited to the following:

- Intellectual Property (IP) protection
- Market analysis
- Business development
- Cost engineering
- Manufacturing planning and
- Sourcing of materials, systems or other partners

Eligible applicants for the ISCEP awards must have a principal place of business in Indiana and the benefits from commercialization must accrue to an Indiana small business. Applicants must be a small business that has received a federal Phase II SBIR or STTR that is active at time of ISCEP submission and **at least 50%** of the federal program dollars must be expended prior to submission of a proposal in response to this RFP, because an essential metric used in judging suitability for an award will involve assessing current progress toward achievement of Phase II objectives. The technology being commercialized must be directly related to the technology funded under the SBIR or STTR Phase II award. There is no limit as to the number of proposals that a single company can submit. However, only one award per company will be made per RFP cycle.

The ISCEP will receive allocation of approximately \$1 Million to apply to the current funding cycle. This RFP process will be repeated every six months. Between two and four awards of up to \$350,000 may be made per funding cycle. The awards will be made with performance periods

of up to 2 years and are contingent on the availability of funds.

Successful applicants must adhere to specific reporting requirements, including: quarterly progress reports, annual reports, annual site visits and a final report.

All ISCEP RFP's will be published on the IEDC's website (<http://www.iedc.in.gov>).

SUBMISSION PROCESS:

Prior to submitting a proposal to the IEDC, we recommend that you familiarize yourself with the material in this RFP. Applicants must comply with ALL the requirements stated. There will be NO opportunity to correct mistakes or deficiencies in proposals after the submission deadline. Applications determined to be non-compliant will not be reviewed.

PROPOSAL CONTENT REQUIREMENTS:

Applicants must submit a proposal document with the following components in adherence to specified content and format requirements:

Application Information Page: This is a form (format attached) that should be attached to the front of your application. It requests general contact and project information. *The application information page will NOT count toward the overall page limit.*

Executive Summary: The executive summary should briefly describe the technological basis of the opportunity, the current state of the art, and the nature of the market opportunity. This section should contain an overview of the proposed project. *The executive summary should be no longer than 1 page.*

Proposal Narrative: The proposal narrative should address all the following items:

- **Project Roadmap:** Describe your project goals and objectives. Describe the current status of your technology development, both in terms of technology and business goals. Discuss the technology development activities that are involved in reaching those goals. You must discuss your technology development plan in detail.
- **Intellectual Property:** Characterize your intellectual property and its management.

Patents crucial to your project should be provided as appendix material. Agreements and licenses of IP relevant to your proposal should be provided or discussed in detail. *Pages associated with patents and license agreements provided as appendix materials will NOT count toward the overall page limit.*

- **Project Team/Facilities:** Describe key personnel and facilities. Describe the responsibilities of these key persons in the proposed project. Include one-page CVs for key personnel in an appendix. *Pages associated with CVs provided as appendix materials will NOT count toward the overall page limit.*

The proposal narrative should be no longer than 12 pages.

Commercialization Plan: Describe your plan for moving your product to market, the business-development challenges you must overcome, and the time-to-commercial-impact. *The commercialization plan should be no longer than 6 pages.*

Budget: The budget section consists of a budget form (format attached) and a budget narrative. In the budget narrative: Describe the funds required for the duration of the project. Estimate the development costs incurred to reach this stage. Estimate the costs other than those you are requesting from the IEDC and describe how those costs will be financed. Identify additional financial resources being utilized/provided. The budget should be organized to show costs provided by the SBIR/STTR Phase II award and, separately, costs to be provided by ISCEP. *The budget form will NOT count toward the overall page limit. The budget narrative should be no longer than 3 pages.*

Economic Impact: Describe the potential impact of this project on the Indiana economy. Specify the number and types of jobs expected to be created as a result of the project. Estimate job creation vs. time. *The economic impact section should be no longer than 3 pages.*

REQUIRED APPENDIX MATERIALS:

The following materials must be included but does not count toward the overall page limit:

- Application Information Form as described above (format attached)
- Budget Form as described above (format attached)
- A copy of the last invoice or supporting documentation of funding status with the Phase II awarding agency
- A copy of the front page (signature page) of the contract/grant with Phase II awarding

agency

- A completed W-9 and ACH form, if needed (format attached)

GENERAL FORMATTING REQUIREMENTS:

- Pages must be numbered consecutively
- The title and company name must appear on the top of all pages
- A font no smaller than 11pt. may be used
- **All submissions are limited to a 25-page maximum**

PROPOSAL SUBMISSION:

Electronic submissions are preferred and can be sent to SBIR@iedc.in.gov. Alternatively, hard copies may be submitted to the IEDC SBIR Program Office located at:

IEDC SBIR Program Office
32 E. Main St.
Bloomfield, IN 47424

Proposals must be submitted no later than **3:00 PM on 2/11/09**.

It is the responsibility of the applicant to ensure that all components of the proposal are received. Late proposals will not be reviewed for this round but held for next published RFP.

REVIEW PROCESS & EVALUATION CRITERIA:

Review of proposals to the ISCEP will occur in three (3) review stages as follows:

REVIEW STAGE 1 – FORMATTING/REQUIREMENTS REVIEW:

IEDC SBIR/STTR Initiative Program Office Staff review proposals for their adherence to the formatting requirements explained in this RFP. Proposals must follow all formatting instructions listed in this RFP and include all proposal components requested. Failure to meet those requirements will result in disqualification.

REVIEW STAGE 2 – BUSINESS/CRITERIA REVIEW:

Proposals passing the Formatting/Administrative Review will enter the Business/Criteria Review. This stage of review is conducted by a panel composed of IEDC staff. The panel will review proposals based on the evaluation criteria listed below. Evaluation criteria are listed in order of importance.

➤ **ECONOMIC BENEFIT AND VALUE TO INDIANA**

The project must have a high probability of strengthening Indiana's economy by creating jobs, product sales, investment or business opportunities. The proposed project must have a high probability of moving an SBIR/STTR developed technology through the multiple phases of commercialization. The project should have sufficient commercial potential to stimulate interest by investors and bring positive recognition to the State of Indiana.

➤ **REALISM OF THE COMMERCIALIZATION PLAN**

This project should be focused on commercialization and demonstrate a realistic commercialization plan. The commercialization plan and business model must articulate the financial and technical resources and infrastructure needed to fully commercialize the technology. Competitive technologies and organizations should have been discussed and their threats identified and addressed.

➤ **SIGNIFICANCE AND MATURITY OF THE TECHNOLOGY**

The relationship between current state of your technology development and the requirements for commercial activity will be considered. The Identification of critical technology milestones that must be met to achieve your commercialization goals as well as corresponding financial milestones will be examined.

➤ **TEAM QUALIFICATIONS AND EXPERIENCE**

The proposed team must have demonstrated experience and capabilities commensurate with the project's technical as well as business goals. The team should have the necessary facilities, equipment, and access to resources to perform the proposed work.

➤ **REALISM OF BUDGET**

The proposal should have a through budget that is logically developed relative to the scope of work proposed. All significant costs should be included on the supplied budget format and explained in the narrative of the proposal.

➤ **CONSISTENCY WITH THE INTENT OF THE ISCEP**

The proposal should offer a project that is consistent with the intent and specific goals of the ISCEP and the IEDC SBIR/STTR Initiative.

➤ **EVALUATION OF PAST GRANTS WITH THE IEDC**

Entities with previous IEDC awards that are not current with regard to financial or technical reporting requirements, or that have not achieved their technical or business goals, will be disqualified from making new submissions to the IEDC.

REVIEW STAGE 3 – PRESENTATION:

Applicants proceeding through the first two stages of review will be invited to present a briefing to the above-described ISCEP review panel for final consideration. Questions to be answered at the briefing are:

- Is this a promising/significant technology?
- Is the commercialization plan logical?
- What is the likelihood of success?
- Are the applicants capable?
- Are there clear performance milestones? What are they?
- How does the technology meet a market need?
- What is the scalability of the Business/Economic Impact?
- Is additional capital required to achieve profitability?

If at any stage during the review process the applicant does not proceed to the next review level, a formal notification will be sent to the applicant. This notification will provide the applicant with feedback on how to strengthen any future submissions.

IMPORTANT POINT REGARDING THE REVIEW PROCESS:

Job creation is a significant driver of ISCEP award activities. The intended commercial development of your technology and its resulting economic impact must be convincing and fully addressed. It must be clear that if overall project activities succeed as planned, significant near- and far-term hiring will take place in Indiana.

CONFIDENTIALITY AND CONFLICTS OF INTEREST:

The ISCEP utilizes confidential peer review. Reviewers who are not IEDC staff members complete confidentiality and conflicts-of-interest agreements with the IEDC prior to being provided access to applicant materials. SBIR and 21st Century Fund staff are bound by statutory confidentiality requirements.

Proposal and review materials have been designated as confidential by the IEDC Board, and are protected from public release. However, project abstracts, provided by applicants during the course of the awards process, ARE public. Thus, it is important to avoid discussing confidential information in that abstract. Lists of applicant principal investigator, applicant organization and location, project title (and abstract), and amount requested will be publicly available on the IEDC's website. If an award is made, any partner institutions are also listed in public tabulations.

POST-AWARD PROCEDURES:

Grant Agreements:

If a proposal receives all the necessary approvals described in the Review Process above, the applicant will enter into a grant agreement with the IEDC. In order to ensure that the grant is invested in Indiana and applicants receive due incentive to grow their businesses in Indiana, the awards contain conditions relating to repayment of grant funds in certain circumstances. The following summary of the material provisions contained in the grant agreement is for informational purposes only. The final terms of an applicant's grant will be as set forth in the definitive grant agreement between the applicant and the IEDC. Upon execution of the grant agreement, the applicant is referred to as the grantee. Highlighted terms used below are defined in the form grant agreement, a copy of which will be supplied to the applicant upon request.

Repayment of the grant amount multiplied by two (2) will be required by the grantee as a result of the following events occurring at any time within ten (10) years of the end of the project term:

- Movement of the project outside the State of Indiana.
- Movement or establishment of any business operation resulting from the project (other than clinical trials, collaborations or licensing arrangements with third parties) outside of the State of Indiana.

- Payment of more than fifty percent (50%) of the total amount of all salaries, wages and benefits to persons other than full-time residents of the State of Indiana.
- Misstatement of material fact in materials submitted to the IEDC.
- Default under the terms and conditions of the agreement.

In addition, in the event the grantee experiences a successful exit **Transaction**, the IEDC will have the ability to receive a return based on the calculated value of a defined **Invested Capital Multiplier**.

A **Transaction** is defined as:

- The sale of all (or substantially all) of the grantee's assets; or
- A change of control.

The Invested Capital Multiplier is defined as:

- The value determined by dividing the **Net Transaction Proceeds** by total **Invested Capital**.
- Note: total Invested Capital includes all equity capital invested in grantee plus the amount of the ISCEP award.

The value of the Invested Capital Multiplier determines the return payment made to the IEDC by the grantee under the following Transaction scenarios:

- If the Invested Capital Multiplier is less than three (3), the grantee is not required to remit a payment to the IEDC.
- If the Invested Capital Multiplier falls within the range of three (3) to ten (10) the grantee will pay to the IEDC an amount equal to all previous project funds disbursed by the IEDC multiplied by fifty percent (50%) of the Invested Capital Multiplier.
- If the Invested Capital Multiplier is greater than ten (10), the grantee will pay to the IEDC an amount equal to all previous project funds disbursed by the IEDC multiplied by five (5).

Thus, the IEDC does not receive a return from a Transaction unless the grantee first earns a return of at least 3x on its invested capital. Additionally, any relative rate of return realized by the IEDC will always be at least half of that realized by the grantee's equity investors. Finally, the IEDC is capped at receiving a maximum return of 5x of its awarded amount.

The purpose of these reimbursement provisions is to:

- (1) Encourage grantees to remain in-state and contribute to Indiana's ongoing economic development; and
- (2) Replenish the 21st Century Fund through highly successful grantees.

The foregoing provisions represent a fundamental component of the ISCEP grant agreement. As such, they are generally not subject to negotiation. ***It is assumed that applicants have reviewed and accepted these terms when filing a proposal pursuant to this RFP.*** Thus, it is important to raise any issues with these standard terms and conditions in writing with IEDC staff prior to or simultaneously with submission of a proposal for consideration.

OTHER RELATED INITIATIVES SUPPORTED BY THE IEDC:

21st Century Fund: Indiana's 21st Century Research and Technology Fund was created by the General Assembly in 1999 with the intention to stimulate the transfer of research and technology into marketable products and to diversify Indiana's economy by focusing investment in biomedical research and biotechnology, information technology, and other high technology industry clusters requiring high skill, high wage employees. The Fund encourages an environment of innovation and cooperation among universities and businesses to promote research activity, and to increase the capacity of Indiana institutions of higher education, Indiana businesses, and Indiana nonprofit organizations to compete successfully for federal or private research and development funding. **CONTACT: LINDA PETERSON-ROE**, Indiana Economic Development Corporation Indiana 21st Century Research and Technology Fund, One North Capitol Avenue, Suite 900, Indianapolis, Indiana 46204, lpeterson-roe@iedc.in.gov, 317-234-4652, <http://www.21fund.org>

Small Business Development Center: The Indiana Small Business Development Center (ISBDC) is a state-based organization offering a wealth of free and low cost information, management counseling, and educational services designed to support Indiana small business owners and potential entrepreneurs. Their mission is to help Indiana business grow and create new jobs within the state. You can find more information about the ISBDC at <http://www.isbdc.org/>.

Venture Capital Investment Tax Credit: The Venture Credit Investment Tax Credit (VCI) program stimulates increased access to capital for fast growing Indiana companies by providing individual and corporate investors an additional incentive to invest in early stage firms. Investors who provide qualified debt or equity capital to Indiana companies receive a credit against their Indiana income tax liability. This 20 percent credit is available to any taxpayer who is an individual or entity that has any state tax liability. **CONTACT: LEE ROBINSON**, Indiana Economic Development Corporation, One North Capitol, Suite 700, Indianapolis, IN 46204, lrobinson@iedc.in.gov, 317-233-3638, <http://www.in.gov/iedc/incentives/venture>.

INTERESTED IN APPLYING TO THE ISCEP OR WANT MORE INFO?

Contact:

BROOKE PYNE

Indiana Economic Development Corporation

SBIR/STTR Program Office

32 E. Main St.

Bloomfield, IN 47424

bpyne@iedc.in.gov

t. 812-384-3078

c. 812-381-0350

f. 812-384-3487

Web: <http://www.in.gov/iedc/sbir.htm>



ISCEP 2009-2 Request for Proposals Application Information Page

APPLICANT INFO:

<i>Applicant:</i>			
<i>Address:</i>			
<i>City:</i>		<i>State:</i>	<i>ZIP</i>
<i>County:</i>			
<i>Phone:</i>	<i>Fax:</i>	<i>E-Mail:</i>	
<i>Business Structure:</i>			
<i>Point of Contact:</i>			
<i>Are you Registered with the State of Indiana?</i>		<i>Yes</i>	<i>No</i>
<i>Please Provide State ID Number:</i>			
<i>Federal ID #:</i>			
<i>Federal Reporting Requirements (Due Dates):</i>			

PROJECT SPECIFICS:

<i>Project Title:</i>			
<i>SBIR or STTR:</i>		<i>Phase II Awarding Agency:</i>	
<i>ISCEP Request:</i>	\$	<i>Duration:</i>	
<i>Partners involved in Project:</i>			
<i>Principal Investors:</i>			
<i>Project Abstract (for release):</i>			



HISTORY:

<i>Current # of Employees:</i>			
<i>Projected Job Growth:</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>Projected Revenue Growth:</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>Relevant Prior Grants:</i>			
<i>Have you ever received any other IEDC Incentives?</i>			
<i>If Yes, Please List:</i>			
<i>Private Sector Investments made to Company to date (\$ amount, source):</i>			
<i>Private Sector Investments sought by Company to date (\$ amount, source):</i>			

SIGNATURE:

Name and title of Authorizing

By signing this form I certify that this proposal does not contain any false or misleading information or any misrepresentation of facts contained therein and, to the best of my knowledge the information presented is true, accurate and correct. I authorize the IEDC to verify the information presented in this proposal as necessary for the evaluation or grant making process.

SIGNATURE _____ DATE _____

For IEDC use only:

<i>Date Received:</i>	<i>Proposal #:</i>
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**ISCEP 2009-2 Request for Proposal
Budget Summary Form**

	<i>Lead Applicant</i>	<i>Sub-awards</i>	<i>Total State Funds</i>
<i>Personnel/Fringe</i>	\$	\$	\$
<i>Equipment</i>	\$	\$	\$
<i>Supplies</i>	\$	\$	\$
<i>Sub-awards less than \$10,000</i>	\$	<i>X</i>	\$
<i>Travel</i>	\$	\$	\$
<i>Other (Specify)</i>	\$	\$	\$
<i>Total Direct</i>	\$	\$	\$
<i>Grant Total</i>	\$	\$	\$



Vendor Information

State Form 53788 (12-08)

Approved by Auditor of State, 2008

Approved by State Board of Accounts, 2008

Name and telephone number of the Person who completed this document must be provided.

Name: _____

Daytime Telephone Number: _____

Send completed form to Auditor of State, 240 Statehouse, 200 W. Washington St., Indianapolis, IN 46204 or fax to (317) 234-1916

Print or Type

Legal Name (OWNER OF THE EIN OR SSN AS NAME APPEARS ON YOUR TAX RETURN. DO NOT ENTER THE BUSINESS NAME OF A SOLE PROPRIETORSHIP ON THIS LINE.)

Trade Name (Doing Business as Name D/B/A) (Complete only if payment is to be made payable to the DBA name)

Remit Address

Purchase Order Address - Optional

Enter 9-digit Taxpayer Identification Number (TIN) of the legal name:

(SSN=Social Security Number, EIN=Employer Identification Number)

(Individual's SSN) _____ - _____ - _____ or EIN _____ - _____

Check legal entity type (A box must be checked in this section. Check only one box.)

- ☐ Individual ☐ Sole Proprietorship ☐ Partnership
- ☐ Estate / Trust Note: Show above, the name and number of the legal trust, or estate, not personal representatives
- ☐ Other [Limited Liability Company (LLC) (attach IRS Form 8832 if applicable), Joint Venture, Club, etc.]
- ☐ Corporation Do you provide legal or medical services? ☐ Yes ☐ No
- ☐ Government (or Government operated entity)
- ☐ Organization Exempt from Tax under Section 501(a)

One box must be checked ☐ I am a U.S. Person (including a U.S. resident alien) ☐ I am not a U.S. Person (a W-8 must be filed with the Auditor of State)

☐ Add Deposit ☐ Change Deposit **Indiana law (I.C. 4-13-2-14.8) requires that YOU receive PAYMENT(S) by means of electronic transfer of funds.**

SECTION 1: AUTHORIZATION

According to Indiana law, your signature below authorizes the transfer of electronic funds under the following terms:

Account Holder's Name: _____ Account Number: _____

Type of Account: ☐ Checking (Demand) ☐ Savings

SECTION 2: FINANCIAL INSTITUTION'S APPROVAL (Attach a voided check or have your financial institution complete this section)

The financial institution identified below agrees to accept automated deposits under the terms set forth herein:

Name of Financial Institution: _____

Telephone: (_____) _____

Address: _____
Number and Street, and/or P.O. Box No. Financial Institution's Authorized Signature

City, State, and Zip Code (00000-0000) _____ Title

ABA Transit-Routing Number _____ Date _____, 20____

SECTION 3: ELECTRONIC NOTIFICATION OF ELECTRONIC FUND TRANSFER (EFT) DEPOSITS

(Complete this section only if you are requesting electronic notification. You may provide up to four email addresses.)

I hereby request that all future notices of EFT deposits to the bank account specified above be sent to the following email addresses:

I agree to the provisions contained on the reverse side of this form.

NAME (Print or Type) _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____ PHONE _____

REQUEST FOR VENDOR INFORMATION

THIS FORM APPLIES TO YOU, IF YOU ARE:

- 1) A U.S. person (including a U.S. resident alien); and
- 2) A person, business, or other entity who has or will receive a payment from the state; or
- 3) A state employee who has or will receive a payment, other than payroll, from the state.

PURPOSE OF FORM:

The Auditor of State of Indiana (Auditor) must have correct vendor information to make payments to vendors. This includes the vendor's legal name, doing business as name (if any), address, Taxpayer Identification Number (TIN), entity type, and banking information. This form allows you to provide your correct name, address, TIN, entity type, and banking information.

If you do not provide us with the information, your payments may be subject to federal income tax withholding. In addition, if you do not provide us with this information, you may be subject to a penalty imposed by the Internal Revenue Service per I.R.C. 6723.

Federal law on withholding preempts any state and local law remedies, such as any rights to a mechanic's lien. If you do not furnish a valid TIN, we are required to withhold a percentage of our payment to you. Withholding is not a failure to pay you. It is an advance tax payment. You should report all withholdings as a credit for taxes paid on your federal income tax return.

INSTRUCTIONS:

- 1) Enter your legal name on the designated line. Your legal name is the one that appears on your Social Security Card or, if you are a business, the Employer Identification Number (EIN) as it is in the IRS records. If you are a sole proprietor, then your legal name is the business owner's name. If you have a "doing business as" (d/b/a) name, enter this on the trade name line. Enter your remit address on the next line, and if you have a separate address for purchase orders, enter that address on the appropriate line.
- 2) Record the appropriate TIN in the space provided and check the box that corresponds to the correct organization type for your name. Note that individuals and sole proprietors are the only types that should record a social security number (SSN). a) If you are a corporation, you must indicate whether you provide legal or medical services. b) If you are a sole proprietor, you must show the business owner's name in the legal name box and you may show the business name in the trade name box. You cannot use only the business name. For a sole proprietor, you may use either the individual's SSN or the EIN of the business. However, we prefer you provide the SSN.
- 3) Check the appropriate box that indicates whether you are or are not a U.S. person.
- 4) Complete Section 1: Authorization
- 5) Have your financial institution complete Section 2: Financial Institution's Approval. Your financial institution should return the completed form to you. A voided check may be provided in lieu of having your financial institution complete this section. Deposit slips will not be accepted.
- 6) Complete Section 3: Electronic Notification of Electronic Fund Transfer (EFT) Deposits, only if you choose to receive electronic EFT notifications by email. If this section is not completed, your notification will be sent by U.S. Mail to the remit address designated on the reverse side of this form.
- 7) Fax the completed form to (317) 234-1916 or mail to the Indiana Auditor of State, 240 Statehouse, 200 W. Washington St., Indianapolis, IN 46204.
- 8) Retain a copy of the completed form for your records.
- 9) Any form submitted without an authorized signature will be destroyed and will not be entered into the Auditor's vendor file.

BY SIGNING THIS FORM:

You represent that you understand and agree that:

- 1) You are authorized to provide this information on behalf of yourself or your organization.
- 2) The State of Indiana is authorized to initiate credits (deposits) in various amounts, by EFT through automated clearing house (ACH) processes, to the checking (demand) or savings account in the financial institution designated on the reverse side of this form.
- 3) If necessary, you will accept reversals from the State for any credit entries made in error to a bank account per National Automated Clearing House Association (NACHA) regulations.
- 4) You may only revoke this request and authorization by notifying the Auditor in writing, at the above address, at least fifteen (15) days before the effective date of revocation.
- 5) Any change to the account or to a new financial institution will require a new Vendor Information form be completed and submitted to the Auditor of State at the above address. Failure to provide timely notification to the Auditor that your account has changed will result in a delay in payment.
- 6) The State of Indiana and its entities are not liable for late payment penalties or interest if you fail to provide information necessary for an EFT transaction and/or you do not properly follow the Instructions above.
- 7) The email addresses provided in Section 3 for electronic EFT notification will allow for appropriate application of all payments.
- 8) You acknowledge that it will cause disruption to the notification process if the email addresses provided for electronic EFT notification are frequently changed or changed without promptly providing an updated email address to the Auditor.
- 9) You acknowledge that an email notification returned as undeliverable may be removed from the Auditor's email notification system and all future notices of EFT deposits to you will be provided by the Auditor via U.S. Mail to the remit address designated on the reverse side of this form until you have provided a valid email address to the Auditor.
- 10) You are responsible for contacting the Auditor if you are not receiving electronic notices of EFT deposits.